

U.S. Citizenship
and Immigration
Services

May 30, 2006

BUR2006000027

Winnifred Noel Charles
123 Oak Ridge Road
Hopewell Junction, NY 12533

Dear Winnifred Noel Charles:

This is in response to your Freedom of Information Act (FOIA) request received in this office January 5, 2006, regarding the subject: Vacancy Announcement CIS-101146-NYC.

As my office is no longer processing FOIA requests for vacancy announcements if you should have any further questions on this request or any future requests please direct them to the following:

U.S. Customs and Border Protection
Burlington Human Resources Office
Attn: Maryesther Marking
70 Kimball Ave.
So. Burlington, VT 05403-6813

We have completed the review of all documents responsive to your request and have identified 16 pages, which are responsive to your request. Enclosed are 6 pages in their entirety, and 10 pages in part. The basis for the deletions in part is as follows:

- (X) Information pertaining to the selectees and non-selectees where the disclosure of such information would constitute a clearly unwarranted invasion of personal privacy [5 U.S.C. 552(b)(6)];

In the event you wish to appeal this determination, you may write to the USCIS FOIA/PA Appeals Office, 111 Massachusetts Ave., NW, 2nd Floor, Washington, DC 20529, within 60 days of receipt of this letter. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

If you should have any additional questions about your request, please direct your inquiries to this office at the above address.

Sincerely,

Heather P. Vanslette
Regional FOIA/PA Officer

Enclosure(s)

US 500

Burlington Service Center
Merit Promotion Certificate of Eligibles
Control Sheet

Certificate Number: MB-06-REP-01176S0
Agency: DEPARTMENT OF HOMELAND SECURITY
Customer: Citizenship and Immigration Services CIS

Agency Request No: NYCCIS20050399
Issued On: 12/06/2005
Customer Phone:

Vacancy Information

Vacancy ID: 101146

Series-Position: 1801 - SUPERVISORY ADJUDICATIONS
OFFICER

Vacancy Type: Case Exam

Professional: No

Appointment Type: Career/Career Conditional

Ordering Criteria

Certificate Type: Competitive Merit Promotion

Rank Applicant By: Rating (exclude Veteran Points)

Tie Breaker Used: Random Number

Sort Order: Rating

Vet Points Used: No

Priority Order Used: None

Group Ranking Used: No

Address To Print: Home

Selection Criteria

Specialty: 001 - Supervisory Adjudications Officer Grade: 13

Location(s):

0516 - New York City, NY

Applicant Referral Status: Open Dual Certify

Number of Names Requested: 28

Number of Eligibles Certified: 16

Merit Promotion Certificate of Eligibles
Certificate Number: MB-06-REP-01176S0
Issued for DEPARTMENT OF HOMELAND SECURITY
VacancyID: 101146
Agency Request Number: NYCCIS20050399
Issue Date: 12/06/2005
SUPERVISORY ADJUDICATIONS OFFICER, GS-1801-13

Appointment Type: Career/Career Conditional

Option: 001 - Supervisory Adjudications Officer Grade: 13

Locations: 0516 - New York City, NY

This certificate must be returned by 01/05/2006.

The selecting official or his/her designee is responsible for answering inquiries about procedures used to choose among those certified. We recommend that you retain sufficient information about the selection methods used to enable you to answer inquiries.

The candidates listed were evaluated under Merit Promotion Program procedures and were found to be the best qualified for this position. Any candidate on the list may be selected. Please indicate the action taken for each name by marking "S" for selected or "NS" for not selected.

The candidates' applications (OF-612, Resume, etc.), Performance Appraisals, awards and any other relevant information are attached for your review and consideration. Please complete and review this form by the date indicated above.

Agency Action	Name / Address	SSN
(b)(6)	[Redacted]	[Redacted]
	NOEL-CHARLES, WINNIFRED 123 OAK RIDGE ROAD HOPEWELL JUNCTION NY 12533 (347)528-3725 WIN30@AOL.COM	XXX-XX-6834
(b)(6)	[Redacted]	[Redacted]
(b)(6) S	TORO, MONICA E	[Redacted]
(b)(6)	[Redacted]	

VacancyID: 101146

SUPERVISORY ADJUDICATIONS OFFICER,

Agency Action

Name / Address

SSN

(b)(6)

Certificate Number: MB-06-REP-01176S0
Agency Request Number: NYCCIS20050399

VacancyID: 101146
SUPERVISORY ADJUDICATIONS OFFICER,

Agency
Action

Name / Address

SSN

b)(6)

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Selecting Official Signature:

Date:

Print: Name, Organization, and Phone Number

Appointing Official Signature:

Date:

Print: Name, Organization, and Phone Number

Certificate of Eligibles Survey

Certificate Number: MB-06-REP-01176S0

Please return this survey with the certificate

1. Using a scale of 1 (low) to 5 (high), circle your overall opinion of this certificate of eligibles. Use 0, if you are unable to respond to an item:

N/A LOW.....HIGH

QUALITY OF ELIGIBLES		0	1	2	3	4	5
AVAILABILITY OF ELIGIBLES		0	1	2	3	4	5
TIMELINESS OF CERTIFICATION	0	1	2	3	4	5	

2. Did you make a selection from this certificate? Yes____ No____

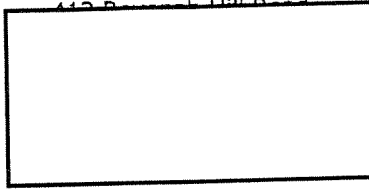
3. If you did not use this certificate to fill your vacancy, please indicate the alternative selection method.

☐ INTERNAL PLACEMENT/MERIT PROMOTION (UM)
☐ REINSTATEMENT (UR)
☐ TRANSFER (UT)
☐ VRA (VETERANS READJUSTMENT AUTHORITY) (UV)
☐ CO-OP (COOPERATIVE EDUCATION) (UE)
☐ 30% DISABLED VETERAN (UB)
☐ SELECTIVE PLACEMENT (HANDICAPPED) (UP)
☐ ICTAP (INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN) (UI)
☐ CTAP (AGENCY CAREER TRANSITION ASSISTANCE PLAN) (UA)
☐ TEMPORARY APPOINTMENT (UY)
☐ OTHER CERTIFICATE OF ELIGIBLES (UC)
☐ DIRECT HIRE AUTHORITY (UD)
☐ OUTSTANDING SCHOLAR (US)
☐ OTHER (UN)

4. If you did not make a selection from any source, please indicate the reason.

☐ POSITION ABOLISHED (CB)
☐ HIRING FREEZE (CH)
☐ LACK OF FUNDS (CF)
☐ LACK OF SPACE ALLOCATION (FTE) (CS)
☐ CANDIDATES LACK DESIRED QUALIFICATIONS (UQ)
☐ DESIRED CANDIDATES NOT WITHIN REACH (UW)
☐ DESIRED CANDIDATES NOT WITHIN REACH DUE TO A HIGHER SCORING
 PREFERENCE ELIGIBLE (UL)
☐ DESIRED CANDIDATE DECLINED OFFER (UH)
☐ OTHER (CA)

Monica Elizabeth Toro



Social Security Number: [REDACTED]
Announcement: CIS-101146-NYC
Application Date: Friday, November 18, 2005 7:43 AM
Country of Citizenship: United States of America
Veterans Preference: No
Highest Grade: GS -1801 -13

AVAILABILITY **Job Type:** Permanent

Work Schedule: Full Time

**TARGET
LOCATIONS**

Albany/Poughkeepsie, NY, US
 Long Island, NY, US
 New York City, NY, US
 Rochester, NY, US
 Westchester, NY, US

WORK EXPERIENCE **Department of**
Homeland Security **5/2001 to 9/2005**
New York City , New York US **Salary:** 65,602.00 Per Year
Hours per week: 40

District Adjudications Officer

*Interview, review, and make determinations regarding the eligibility of aliens for benefits for permanent residence for Section 245 of the Immigration and Naturalization Act

*Adjudicate I-130 petitions, I-485 Adjustment of Status applications, and I-864's based on information in record and information disclosed during interviews

*Utilization of NFTS, CIS, NCIC/IBIS, FBI Query, NAILS, CLAIMS, and DACS

*Processing of I-89's for production of Permanent Resident Cards (I-551)

*Production of Permanent Resident Cards utilizing Interim Case Management System (ICMS)

*Review of asylum cases

*Conduct interviews of sensitive nature such as Special Immigrant Juveniles and Batter Spouse cases

*Service Wide Inventory Program (SWIP) Coordinating Officer for 2003 and 2004

*Coordinated SWIP audits for both New York City and Garden City sites by overseeing teams of Immigration and contract employees and arranging for the different units such as Section 245, NIU, RAPS, ... etc to be audited

*Gathering and analyzing data provided by the audit

*Preparing and presenting reports to management and headquarters on data rendered from the audit

*Pilot officer-Pilot Program consisted of interviewing cases within 90 days of filing

the I-485 application with the Service

- *Perform orientation for Department of State officers
- *Conduct homebound interviews
- *Conduct training sessions for Section 245 and for employees from other units such as IBIS Resolutions, Stokes, Congressional, and Freedom of Information Act (FOIA)
- *Appointed as Training Officer for Section 245
- *Serve as mentor to New District Adjudications Officers
- *Produced Training Manual for Section 245, NYC
- *Acting supervisor when first line supervisor is unavailable
- *Received award for outstanding performance during 2004 fiscal year

**Department of
Homeland
Security-CIS**

9/2005 to Present

New York City , New York US

Grade Level: Grade 13 Step 1

Salary: 78,012.12 Per Year

Hours per week: 40

Temporary Supervisory District Adjudications Office

Supervise 23 District Adjudication Officers (DAO) of which 21 are new Abbreviated Term Officers in the Focused Adjudications Standardized Training (FAST) program in the adjustment of status unit, Section 245

- *Coordinate and conduct the Section 245 training program for both permanent and term DAOs
 - *Conduct training sessions
 - *Arrangement of guest instructors
 - *Make arrangements for DAOs and Application Support Center (ASC) personnel to attend Federal Law Enforcement Training Center(FLETC)
 - *Liason between FLETC and other districts for FAST program
 - *Point of contact for FLETC instructors during their inspection visitations
 - *Coordinate FLETC instructor visitations to neighboring districts
 - *Invited as guest speaker to FLETC for the culmination ceremony of FAST class
 - *Organize and run multiple inventory projects and audits
 - *Analyzing data and write reports based on information gathered by inventory projects and audits
 - *Attend District Director meetings as well as supervisory meetings and present reports
 - *Participate in teleconferences with other districts
 - *Oversee the Creation of Memorandum (I-181) project for initiation of security checks
 - *Point of contact for new hires to facilitate their in-processing phase to Federal Service
 - *Serve as mentor to new officers (both permanent and term) conducting interviews
- (Contact Supervisor: Yes , Supervisor's Name: Stephen Rosina , Supervisor's Phone: (917) 295-9745)

EDUCATION

Columbia University School of Dental and Oral Surgery

New York City, New York United States

Doctorate - 10/1996

N/A Semester Hours

Major: Dentistry

Minor: N/A

N/A out of N/A

Description:

Advanced Education in General Dentistry at Lutheran Medical Center from 1996-1997

Marymount Manhattan College

New York City, New York United States

Bachelor's Degree - 5/1992

Semester Hours

Major: Biology

Minor: Mathematics

out of 4.0

Saint Vincent Ferrer High School

New York City, New York United States

High School or equivalent -

N/A Semester Hours

Major: N/A

Minor: N/A

N/A out of N/A

Description:

JOB RELATED TRAINING

Attended Immigration Officer Basic Training Course at the Federal Law Enforcement Training Center in Glynco, Georgia from 08/21/2001 to 09/26/2001

LANGUAGES

French

Spoken: Intermediate

Written: Intermediate

Read: Intermediate

Spanish

Spoken: Advanced

Written: Advanced

Read: Advanced

AFFILIATIONS

PROFESSIONAL PUBLICATIONS

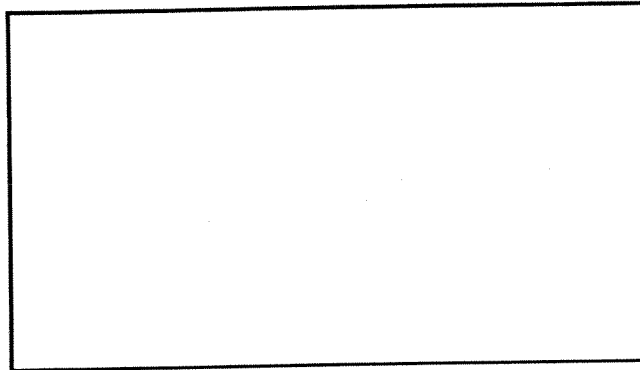
REFERENCES

(b)(6)

Phone Number:
Email:
Reference Type:

Bunce, Dennis

Phone Number:
Email:
Reference Type:



Burlington Service Center
Non-Traditional Certificate of Eligibles
Control Sheet

Certificate Number: MB-06-REP-01177S0
Agency: DEPARTMENT OF HOMELAND SECURITY
Customer: Citizenship and Immigration Services CIS

Agency Request No: NYCCIS20050399
Issued On: 12/06/2005
Customer Phone:

Vacancy Information

Vacancy ID: 101146

Professional: No
Appointment Type: Career/Career Conditional

Series-Position: 1801 - SUPERVISORY ADJUDICATIONS
OFFICER
Vacancy Type: Case Exam

Ordering Criteria

Certificate Type: Non-Traditional
Rank Applicant By: Rating (exclude Veteran Points)
Tie Breaker Used: Random Number
Random Number: 6
Sort Order: Name

Vet Points Used: No
Priority Order Used: None
Priority Referral Well Qualified Score: 0

Selection Criteria

Specialty: 001 - Supervisory Adjudications Officer Grade: 13

Location(s):

0516 - New York City, NY

Applicant Referral Status: Open Dual Certify
Cut-off score: 0
Number of Eligibles Certified: 3

Occupational Questions

53

EXCLUDES B

Non-Traditional Certificate of Eligibles
Certificate Number: MB-06-REP-01177S0
Issued for DEPARTMENT OF HOMELAND SECURITY
VacancyID: 101146
Agency Request Number: NYCCIS20050399
Issue Date: 12/06/2005
SUPERVISORY ADJUDICATIONS OFFICER, GS-1801-13

Appointment Type: Career/Career Conditional

Option: 001 - Supervisory Adjudications Officer Grade: 13

Locations: 0516 - New York City, NY

This certificate must be returned by 01/05/2006.

This certificate is valid only for the position, grade and duty location shown on the SF-39.

This office has not verified that veterans who claim 5 point tentative veteran preference (TP) are entitled to it under 5 USC 2108, as amended. Prior to making a selection from this certificate, your office must determine that such veterans who are within reach for appointment meet the requirements for length and dates of service, honorable discharge and military retirement status. Veterans who serve after October 14, 1976 must also prove service in a campaign or expedition for which a medal or badge was authorized. When tentative preference is not confirmed, you must notify this office so that we can adjust the eligible rating and order of the certificate.

When contacting applicants, always use the address and telephone number from the certificate rather than from the application

**Agency
Action**

Name / Address

SSN

Non Priority Referral Candidates

FARIA, NANCY C

(b)(6)

(b)(6)

Certificate Number: MB-06-REP-01177S0
Agency Request Number: NYCCIS20050399

VacancyID: 101146
SUPERVISORY ADJUDICATIONS OFFICER,

Selecting Official Signature:

Date:

Print: Name, Organization, and Phone Number

Appointing Official Signature:

Date:

Print: Name, Organization, and Phone Number

Certificate of Eligibles Survey

Certificate Number: MB-06-REP-01177S0

Please return this survey with the certificate

1. Using a scale of 1 (low) to 5 (high), circle your overall opinion of this certificate of eligibles. Use 0, if you are unable to respond to an item:

N/A LOW.....HIGH

QUALITY OF ELIGIBLES		0	1	2	3	4	5
AVAILABILITY OF ELIGIBLES		0	1	2	3	4	5
TIMELINESS OF CERTIFICATION	0	1	2	3	4	5	

2. Did you make a selection from this certificate? Yes ____ No ____

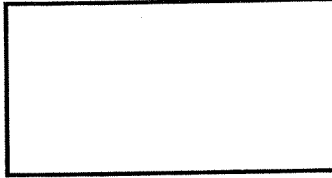
3. If you did not use this certificate to fill your vacancy, please indicate the alternative selection method.

☐ INTERNAL PLACEMENT/MERIT PROMOTION (UM)
☐ REINSTATEMENT (UR)
☐ TRANSFER (UT)
☐ VRA (VETERANS READJUSTMENT AUTHORITY) (UV)
☐ CO-OP (COOPERATIVE EDUCATION) (UE)
☐ 30% DISABLED VETERAN (UB)
☐ SELECTIVE PLACEMENT (HANDICAPPED) (UP)
☐ ICTAP (INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN) (UI)
☐ CTAP (AGENCY CAREER TRANSITION ASSISTANCE PLAN) (UA)
☐ TEMPORARY APPOINTMENT (UY)
☐ OTHER CERTIFICATE OF ELIGIBLES (UC)
☐ DIRECT HIRE AUTHORITY (UD)
☐ OUTSTANDING SCHOLAR (US)
☐ OTHER (UN)

4. If you did not make a selection from any source, please indicate the reason.

☐ POSITION ABOLISHED (CB)
☐ HIRING FREEZE (CH)
☐ LACK OF FUNDS (CF)
☐ LACK OF SPACE ALLOCATION (FTE) (CS)
☐ CANDIDATES LACK DESIRED QUALIFICATIONS (UQ)
☐ DESIRED CANDIDATES NOT WITHIN REACH (UW)
☐ DESIRED CANDIDATES NOT WITHIN REACH DUE TO A HIGHER SCORING
 PREFERENCE ELIGIBLE (UL)
☐ DESIRED CANDIDATE DECLINED OFFER (UH)
☐ OTHER (CA)

Nancy C. Faria

**Social Security****Number:****Announcement:**

CIS-101146-NYC

Application Date:

Friday, November 25, 2005 1:28 PM

Country of Citizenship: United States of America**Veterans Preference:** No**Highest Grade:**

GS -1801 -13

AVAILABILITY**Job Type:**

Permanent

Temporary

Temporary Promotion

Work Schedule:

Full Time

TARGET LOCATIONS

Central, NJ, US

Northern, NJ, US

New York City, NY, US

WORK EXPERIENCE

**Department of
Homeland
Security
Citizenship and
Immigration
Service**

New York , New York US

4/1987 to Present

Grade Level: GS-13**Salary:** \$78,720.00 Per Year**Hours per week:** 40**District Adjudications Officer**

I have had various positions within the CIS and its predecessors in 18 years with the Service.

As an Acting Supervisory Asylum Officer, It was my duty to make sure that the interviews met standards for timeliness and quality. I assigned work, set priorities, monitored progress and reviewed assessments submitted by subordinate Asylum Officers for: appropriate evaluation of human rights conditions, legal analysis, and decision propriety. Further, as an Acting Supervising Asylum Officer I reviewed and signed charging documents and reviewed supporting evidence and documents for fraud and accuracy and insured all cases were ready for decision delivery. With regard to planning and organization, I have developed proposed and implemented improved office procedures for decision delivery, inter-office file handling procedures and quality control.

As a Supervisory District Adjudications Officer I addressed and resolved complaints made by officers, applicants and attorneys. I advised and answered their questions and concerns. I brought unresolved complaints to higher administration levels for resolution. I responded to congressional inquiries and responded to supervisory call-ups for the Section Chief. I maintained relations with other sections and other agencies. I made sure that Equal Employment Opportunity policies and programs were followed. As an SDAO I composed Performance Work Plans and monitored results and rated the employees.

I am presently Temporary Supervisory Adjudications Officer in the Refugee and Parole Unit. It is my duty to schedule the workload and the employees to handle the workload.

I have to prioritize the types of cases and schedule the officers accordingly, and to re-assign officers if necessary. It is also my duty to co-ordinate any problems arising in my unit that is within the scope and jurisdiction of other units and outside agencies. In addition, I assist subordinates on a daily basis in both actively training and setting up training by others so that education is an ongoing process. My duty also includes the evaluation of the officers and employees of the unit as well as coordinating any interaction between my unit and superiors.

As a supervisory officer, other officers will often turn to me with issues of law that are outside of our general area of expertise. Through my experience, my knowledge extends beyond the scope of the unit I am supervising and I am usually able to use the knowledge of the law that I have, to resolve the problem at hand. I also am knowledgeable enough to know where to direct the officer if I myself cannot directly solve the problem. I have been successful at training my subordinate officers on where to turn to if they need help with a complex problem or unusual situation.
(Contact Supervisor: Yes , Supervisor's Name: John Ryan , Supervisor's Phone: (212) 264-5255)

EDUCATION

Bernard Baruch College

New York, New York United States

Bachelor's Degree - 1/1991

Major: Liberal Arts and Sciences

Minor: Education
out of

JOB RELATED TRAINING

I have completed the following training courses which demonstrate my knowledge of laws, regulations and procedures concerning entries of persons into the United States and eligibility for various benefits under the immigration Laws: December 19, 2003- EEO Alternative Dispute Resolution Program (ADR) March 2000- attended NQP (Naturalization Quality Procedures), 26 Federal Plaza. February 2000- attended Basic Supervisory Training, Dallas Texas, for SDAO position August 1999- attended NACARA Training, Arlington Virginia. April 1999- attended IIRIRA Training, Rosedale, New York Asylum Office. October 1995- completed the Asylum Officer Training course at Leesburg, Virginia. September 1994-completed Inspector Airport Training refresher course at J.F.K. Airport. October 1991- completed Immact 90- Phase II at 26 Federal Plaza, NY February 1991- Refugee training at 26 Federal Plaza. June 1989- Post Academy Training at J.F.K. Airport. June 1989- Instructor Training for Post Academy Spanish at J.F.K. Airport. June 1989-F.L.E.T.C. Police Training completed, course #86; Glynco, Ga. April 1989- Immigration Officers Basic Training Completed, Glynco, Ga.

LANGUAGES

Spanish

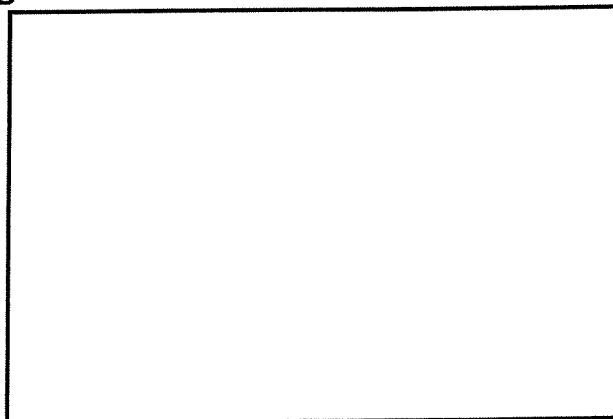
Spoken: Advanced

Written: Advanced

Read: Advanced

PROFESSIONAL PUBLICATIONS

REFERENCES

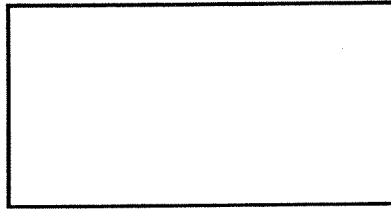


(b)(6)

Teri Catalanotto

Phone Number:

Reference Type:



US 516